



TOWN OF LAKE PARK

P/T Special Events Coordinator

Special Events Department. Under the direction of the Special Events Director, responsible for program work in the development, promotion and maintenance of special events and in the coordination and use of all Town recreation facilities. Provides administrative support including typing and filing, and plans and schedules for upcoming events. Coordinates with all parties ensuring smooth operation and positive outcomes of events. Assists in performing customer services duties including answering telephone calls and assisting departmental customers. High School Diploma or GED required. Must possess a valid Florida Drivers' License and be able to work 15 hours per week on a varied work schedule including some evenings, weekends and holidays. Pay rate: \$15.00 per hour. **Deadline for Receipt of Applications: 5:00 p.m. on August 15, 2016. Applications may be obtained from and must be submitted directly to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. All applicants shall be subject to a criminal background check. Application forms may be downloaded from the Town's website at www.lakeparkflorida.gov. Applications will not be accepted by fax or by email. Phone: 561-881-3300. An Equal Opportunity Employer.**